

Women's Leadership Group (WLG) Meeting Minutes
Wednesday, January 28, 2004
PS-104; 7:30am

Members in Attendance:

Pam Nelson, Amanda Dunnagan, Roxie Helbert, Carmela Arnoldt, Jiufang Yang, George Martinez, Linda Rosenthal, and Sherry Johnson

I. District WLG News

- No district representative was present to report.

II. Local GCC WLG Stuff

- Amanda reported that the Scholarship Committee should be deciding and announcing the recipients of the WLG Scholarship very soon. Details about the recipients should be available by the next meeting.
- At the end of the meeting, Amanda & Pam announced that this will be the last semester that they will act as Co-Chairs of the local GCC WLG group. This will be the 3rd year that Amanda & Pam have acted as local Chairs. Volunteers for the position are being requested. Please talk to Amanda or Pam about the requirements of the position.

Most of the meeting centered on the planning of the annual Women's Month Luncheon.

The luncheon will be held from approx. 11am-1pm on Tuesday, March 9, 2004.

Pam & Amanda suggested that we attempt to follow a model similar to last year's successful event which involved delegation of tasks to individual members or groups of members. The following actions were suggested and assigned to volunteers:

- Nametags: Karen Russo agreed to put together name tags similar to those used last year as part of our ice-breaker

- **Menu & Food planning** - Last year, Donna White was kind enough to work with Aramark in food planning. Amanda & Pam will contact Donna and see if she will assist us in this again this year; otherwise, Pam & Amanda will look into additional volunteers for this duty. Two types of menus were discussed: finger foods as per last year's luncheon or the chicken caesar salad that was prepared for the District luncheon 2 years ago. Cost of each will be considered so as to try to keep the cost of tickets at between \$10 and \$12.
- **Program & Speakers**
 - George Martinez had suggested at a previous meeting that we network with Today's Arizona Woman. George agreed to contact the editor there and see if she would be willing to speak at the luncheon on a topic relevant to Women's History Month. The group agreed that getting ties to the outside community would be very beneficial, both for WLG and GCC as a whole.
 - Speaking at the Spring Luncheon was a requirement listed in the application for the WLG scholarships. Thus, we will have time for each of the recipients to say a few words.
 - Pam & Amanda reminded the group that last year the President's Office had generously purchased a small gift for the main speaker. We asked Roxie to determine if this was a possibility again this year. Amanda & Pam also asked the group to approve use of GCC WLG funds to purchase a WLG t-shirt for each one of the scholarship recipients to be awarded at the Luncheon. The idea was agreed upon.
- **Ticketing and Reservations** - Amanda reminded the group that last year we had chosen not to pass out paper tickets for the event. Reservations for the luncheon will be made through Amanda & Pam and nametags for the attendees will be made. Prior reservations will still be necessary to get an adequate count for food service.
- **Day-Of Greeting & Assistance** - In previous years, members of the Re-Entry Club and Jeanette Stewart's group have lent a great deal of support during Day-Of set-up and greeting. Amanda agreed to check in with Jeanette and see if this was a possibility again this year.

- Promotion & Marketing - George Martinez offered assistance in spreading the word about the event. As soon as we have a price for tickets (dependant on food cost), we will be sending out "Save the Date" MEMOs. Flyers, the *Gaucha Gazette*, and other promotional venues will be explored. The group wanted to get the word out to students as well as faculty and staff to encourage their attendance.
- Student tickets - In preceding years, the President's Office has sponsored 1/2 of each student ticket for the event. Pam & Amanda requested that Roxie ask Dr. Randolph if this was still a possibility for this year. An additional suggestion was made to check in with Trini Sandoval about her Mentoring Program students attending the luncheon. The group discussed previous year's Luncheons at which several student tickets had been donated (in addition to the sponsorship by the President's Office). We expect donations again this year, and the group discussed how these donations should be awarded, whether formally or informally. The group agreed that informal methods worked well in the past but that getting the Mentoring Group involved would be a great outlet for some of the donated tickets.

An extensive discussion followed the planning discussion for the Luncheon. Members discussed how we could get campus employees to view the campus as a community or as our "neighborhood." Further discussion continued on how to get employees to work cooperatively, possibly even beyond their strictly listed duties, to improve the over-all campus. Several ideas were suggested about ways we, both in WLG and as a campus whole, could help our campus to draw together as a group. Members at the meeting noted that the WLG meetings were one way that community was built, since the group is not a high-work or high-stress commitment. Members present agreed that we would like to be a part of whatever might come about during planning for and implementation of ideas that would draw the campus community together.

